

# CITY OF DODGEVILLE HOUSING AUTHORITY

Monthly Regular Board Meeting  
100 E. Fountain Street  
Dodgeville, WI

October 20, 2021 10:00 a.m.

In Person & Virtual Meeting option

Join Zoom Meeting  
<https://us06web.zoom.us/j/81851406338>

Meeting ID: 818 5140 6338

- Certification of Public Notice and Approval of Agenda
- Approval of Minutes from September 16, 2021
- Financials
  - ✓ September 2021
- Program updates
  - ✓ Status of program
  - ✓ Online access to Housing Choice Voucher Data Dashboard
  - ✓ Tax ID Error updates
- Other Business
  - ✓ CARES Act Funding – Covid Kits ROUND 2
  - ✓ Administrative Plan Update
  - ✓ 2022 Payment Standards
  - ✓ Annual WRRP Update
  - ✓ Other items
- Next meetings? November 17, 2021
- Motion to Adjourn.

## **Dodgeville Housing Authority (DHA) Minutes, September 16, 2021**

Present in person: Commissioners Jeff Grayson, Tom DeVoss, John Ziehr, Patricia Rock and Terry Edwards. Present via Zoom: Commissioner Gretta Stilson and representing Allegiant Property Management, Cindy Knutson. Commissioner excused: Jeff Thomas

Chairman Edwards called the meeting to order at 10:00 a.m. Tom DeVoss made the motion, John Ziehr second, to approve the Certification of Public Notice and Agenda. Motion passed unanimously.

Terry Edwards presented the minutes from the August 18, 2021 meeting. John Ziehr made the motion, Patricia Rock second, to approve the minutes as presented. Motion passed unanimously.

Cindy Knutson presented the financial report for August, 2021. Jeff Grayson made the motion, Gretta Stilson second, to approve the report as presented. Motion passed unanimously.

The following was reviewed under New Business:

- Cindy Knutson provided the Section 8 program update. DHA currently has 55 lease-ups, the same number from the time of review at last month's board meeting. Five clients currently have vouchers and are looking for units. There are 17 clients on the waiting list.
- Patricia Rock was formally welcomed as a new member to the board.
- Cindy Knutson gave the board an overview of the Wisconsin Association of Housing Authorities (WAHA) conference she attended in September. Cindy recommends that members of the board consider attending commissioner training at a future conference. In the meantime, she will forward to commissioners the training PowerPoint presented at the conference.
- Jeff Grayson reported he has received a letter from the IRS indicating a problem with the tax numbers of five of our landlords who participate in the program. Jeff will attempt to correct this problem and report back to the board at the October meeting.
- The commissioners agreed to put the following on the October agenda: "Update of Administrative Plan" and "Approval of Payment Standards."

The following was reviewed under Old Business:

- Work is continuing on updating the City of Dodgeville website. Jeff Grayson will ensure DHA information is easily accessible and accurate.
- Work is in process for distributing the second round of COVID kits with a goal of completing this project by the end of October.
- Jeff Grayson is attempting to connect with Wally Orzechowski of Southwestern Wisconsin Community Action Program for possible assistance with re-lending WRRP funds to landlords for apartment improvements.

The next meeting of DHA will be held Wednesday, October 20, 2021 at 10:00 a.m. at Dodgeville City Hall, with a Zoom option available. There being no further business, Gretta Stilson made the motion, Patricia Rock second, to adjourn the meeting at 10:54 a.m. Motion passed unanimously.

Respectfully submitted,

Terry Edwards, Acting Secretary

## Dodgeville Housing Authority

## Balance Sheet

As of September 30, 2021

	Sep 30, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Cash - Merchants	
1120.04 · Cash - Unrestricted	17,344.11
1120.05 · Cash - Restricted	4,873.04
1120.06 · Cash - Restricted CARES	3,892.96
Total Cash - Merchants	26,110.11
Reserve - HUD Held Reserve	
1190.00 · Cash - HUD Held Reserve	43,178.00
Total Reserve - HUD Held Reserve	43,178.00
Total Checking/Savings	69,288.11
Total Current Assets	69,288.11
Other Assets	
WRRP Grant Project	
WRRP - BMO Money Market	51,544.91
WRRP - Fund Balance	-51,519.42
WRRP - Revenue - Interest	-25.49
Total WRRP Grant Project	0.00
Total Other Assets	0.00
<b>TOTAL ASSETS</b>	<b>69,288.11</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
2111.00 · A/P - Vendors & Contractors	2,271.03
Total Accounts Payable	2,271.03
Total Accounts Payable	2,271.03
Total Current Liabilities	2,271.03
Total Liabilities	2,271.03
Equity	
HUD Held Reserve - EQUITY	43,178.00
Retained Earnings	25,059.55
Net Income	-1,220.47
Total Equity	67,017.08
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>69,288.11</b>

# Dodgeville Housing Authority

## Profit & Loss YTD Comparison

### September 2021

	Sep 21	Jan - Sep 21
Ordinary Income/Expense		
Income		
Operating Revenue		
3410.00 · Revenue - HUD Grants	23,335.00	205,141.00
3410.01 · Revenue - HUD Admin	2,883.00	23,576.00
Total Operating Revenue	26,218.00	228,717.00
Total Income	26,218.00	228,717.00
Gross Profit	26,218.00	228,717.00
Expense		
Administration		
4190.01 · Office Expense	0.00	44.55
4195.00 · Management Fees	2,271.03	18,518.22
4395.00 · Membership Fees	0.00	70.00
Total Administration	2,271.03	18,632.77
Cares Covid 19		
4205 · Covid 19 Kits	0.00	4,853.80
4206 · Covid - Technology	0.00	2,171.57
Total Cares Covid 19	0.00	7,025.37
HAP		
4715.01 · HAP Occupied Units	19,934.00	184,600.00
4715.04 · HAP Utility	376.00	5,006.00
Total HAP	20,310.00	189,606.00
HAP - Port outs		
4715.06 · HAP Portable Initial PHA	1,367.00	14,297.00
4715.07 · Port Out - Admin Fees	35.37	376.33
Total HAP - Port outs	1,402.37	14,673.33
Total Expense	23,983.40	229,937.47
Net Ordinary Income	2,234.60	-1,220.47
Net Income	2,234.60	-1,220.47

# Dodgeville Housing Authority

October 2021

Month	VMS Unit Counts*	Wait List	Briefings Scheduled in CM	Issued not Leased	Notes
January, 2021	53				1 added in April
February, 2021	55	6	4	4	1 on wait list will drop off due to non response, 1 new lease up that is not in system - Added 1 in March and Added 3 in April
March, 2021	57	5	0	3	Added 4 in April, 1 in June
April, 2021	57	0	5	9	Added 1 in May, 1 in June
May, 2021	57	1	2	8	Added 1 in June
June, 2021	57	4	0	7	
July, 2021	55	6	0	5	1 Waiting on paperwork, 1 ended participation
August, 2021	55	13	0	5	1 Waiting on paperwork
September, 2021	55	17	0	5	1 Waiting on paperwork
October, 2021	53	23	0	5	Port out has not submitted for payment

\*VMS Unit Counts may change as new information is provided.

## EXAMPLES

- Paper work not received until after cut off
- Voucher holder moves out and we are not notified until after the fact
- Portout tenants - information not received from other Housing agency.